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DATE: 24 October 1962

FROM : Chief, Headquarters Training

SUBJECT: Weekly Activities Report No. 37 (18 - 24 October 1962)

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

1. Information Reports Familiarization (IRF)

Two students successfully completed forty hours each of tutorial training in IRF on 19 October.

2. Counterintelligence Operations (CI/OPS)

Course No. 46 is in its third week and proceeding satisfactorily.

3. [REDACTED] Planning Course

Course No. 2 was completed on 19 October. Course report is being prepared.

4. Project Useful

The status of this course is as reported in Weekly Activities Report No. 36 with the exception that Room 1 A 13 has also been secured for the use of those attending the course.

5.

Mr. ██████ in cooperation with ██████ is preparing the 25X1A9a materials and schedule for course No. 6 to begin 29 October.

6. I gave a lecture on the Clandestine Services in the IOC on 23 October.

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C. OPERATIONS SUPPORT FACULTY

1. Administrative Procedures Course No. 103, Phase II, with an enrollment of fourteen students, started Monday, 22 October.

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2. [REDACTED] Administrative Officer for Automatic Data Processing Staff/DDI, discussed with [REDACTED] his need for instruction in Agency administrative channels and procedures, particularly in fiscal (vouchered funds) matters. [REDACTED] contacted the Comptroller's Office to determine who should give the instruction and the depth of coverage required for his position. [REDACTED] will take the Class B Accounting given in the current Administrative Procedures Course. This will be followed by specific instruction related to his position.

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3. At the request of [REDACTED] conducted a seminar on personnel matters for the Printing Services Refresher Course conducted by the Intelligence School. The seminar extended forty minutes beyond the scheduled time because of class interest.

D. ADMINISTRATION

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1. [REDACTED] and I met on 23 October in further discussion of the transfer and relocation of the Operations Support Faculty to Headquarters Training.

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2. I met with [REDACTED] to discuss with him his assignment in Headquarters Training when he reports for duty, probably 25 October.

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3. [REDACTED] reported for duty as a training assistant for the Operations Support Faculty on 22 October.

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